



Blueprint Work Session Invitation

LOG-MM-019 / 020 / 021

Outline Agreement Approvals: Create, Change, Delete

This Blueprint Session is **2** day(s) in duration.

- Day 1: **Tuesday, December 02, 2008** **8:30 a.m. – 4:30 p.m.**
- Day 2: **Wednesday, December 03, 2008** **8:30 a.m. – 4:30 p.m.**

Blueprint Session Narrative

General Description of Session

This session is to define the State of Louisiana's approval process for commodity and professional services contracts. This includes the statewide and agency level contracts and any differences that may exist. An overview of the SAP approval functionality and SAP best practices will also be covered.

Objectives of Session/Options that will be considered

- Discuss and validate the current process of approving contracts for commodities at the State of Louisiana.
- Discuss and validate the current process of approving contracts for professional services at the State of Louisiana.
- Overview the purchasing contracts approval functionality in the SRM system
- Present best practices and SAP recommendations regarding the approvals of purchasing contracts in the SRM application.



You have been identified as a subject matter expert for this session and your participation is critical to ensure the successful redesign of the relevant business process in the new SAP ERP system. **If you cannot attend please suggest or arrange an alternate.** Due to the sharp focus and the expeditious decision-making process of the sessions, participation levels must be closely monitored and only those individuals invited are encouraged to attend.

Attendee List: LOG-MM-019 / 020 / 021:
Outline Agreement Processes, Changes, Deletions, Approvals

| Dept | Agency or Subject Area | Session Attendee: | Email: |
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Agency Single Point Of Contact (SPOC) ... *Optional Attendees*

| | GOV Offices | Contact | Email / Phone |
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| LDAF | Dept. of Agriculture & Forestry | Judy Fletcher | judy_f@ldaf.state.la.us |
| DOC | Dept. of Corrections | Thomas Bickham | tbickham@corrections.state.la.us |
| CRT | Dept. of Culture, Rec & Tourism | Beverly Shaw | bshaw@crt.state.la.us |
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Blueprint Objectives:

Blueprint work sessions provide a forum for validation of current business processes, discussion of SAP functionality and best business practices, and drafting of the future state business processes. Specific objectives for sessions include:

- Identify and review current business processes, considering available Needs Assessment Documentation
- Establish open communication channels between process experts and project team members
- Collect design requirements, identifying improvement opportunities and benefits, and integrating business processes
- Identify gaps and issues
- Assess Organization Impact of “future” business processes while maximizing system capability
- Identify users and control requirements

Please realize that not all issues and design questions will be resolved during the session. Open issues will be noted with assignment of follow up activities to drive resolution. Additional informal discussion will be scheduled as required. If time does not permit discussion of all the relevant topics, follow up sessions may be scheduled.

Roles:

Blueprint sessions will be comprised of Subject Matter Experts (SMEs) and Project Team Members. Several key roles are as follows:

1. The Project Functional Teams for Finance and Logistics:
 - a. The Functional Team Leads
 - b. The State of Louisiana ERP Project Functional Team Members
 - c. The Consulting Functional Team Members
 - d. Subject Matter Experts (SMEs)



2. The Project Technical Teams (as needed):
 - a. The FRICE-W Technical Team
 - b. The Infrastructure Technical Team
 - c. The Business Intelligence Team

Session Delivery:

Blueprint work sessions are conducted as open discussion forums to allow for the free flow of options and ideas. All participants are encouraged to actively participate in the session. The combined efforts of all attendees are required to ensure that all business requirements are addressed.

After the Session:

After the session, generally two to three business days, you will receive, via email, the minutes of the session. Please review the minutes for accuracy and completeness and provide comments, if necessary, in reply to the session owner. Additionally, if you are assigned a follow up item during the session, respond with the results to the business owner by the identified date.

At the end of the Blueprint Phase, the results of these sessions will have been formally documented in the Process Design Documents (PDD's). The PDD's will receive several levels of State review and approval. PDD's serve as the design basis for the build of the new SAP ERP system.

Questions:

Any questions or suggestions regarding this invitation should be addressed to:

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